

## SCHEDULE A: Apartment Rental Income

|                           |                                |                       |
|---------------------------|--------------------------------|-----------------------|
| <b>Property Location:</b> | <b>Apartment Property</b>      | <b>Calendar Year:</b> |
| <b>Parcel ID:</b>         | <b>Rental Income Statement</b> | <b>Submitted By:</b>  |

**Residential Rental Information: Please provide the following rental information.**

| Unit Type                                     | No. of Units | Room Count |          | Monthly Rent |       | Typical Lease Term            | Includes the following:  |
|---|--------------|------------|----------|--------------|-------|-------------------------------|--|
|   | Total        | Rooms      | Bathroom | Per Unit     | Total | Lease or Tenant at Will (TAW) | W: Water Sewer<br>E: Electricity<br>Heat: Oil/Gas/Elec<br>Other: Explain |
| <i>Single Room Occupancy(SRO)</i>             |              |            |          |              |       |                               |  |
| <b>Studio</b>                                 |              |            |          |              |       |                               |  |
| <b>1 Bedroom</b>                              |              |            |          |              |       |                               |  |
| <b>2 Bedroom</b>                              |              |            |          |              |       |                               |  |
| <b>3 Bedroom</b>                              |              |            |          |              |       |                               |  |
| <b>4 Bedroom</b>                              |              |            |          |              |       |                               |  |
| <b>Other Rentable Units (Furnished Units)</b> |              |            |          |              |       |                               |  |
| <b>Owner/Manager/Janitor Occupied</b>         |              |            |          |              |       |                               |  |
| <b>SUBTOTAL</b>                               |              |            |          |              |       |                               |  |
| <b>Garage Parking Space</b>                   |              |            |          |              |       |                               |  |
| <b>Outdoor Parking Space</b>                  |              |            |          |              |       |                               |  |
| <b>Other Income (Specify)</b>                 |              |            |          |              |       |                               |  |
| <b>TOTAL</b>                                  |              |            |          |              |       |                               |  |
|   |              |            |          |              |       |                               |  |

*COPY AND ATTACH ADDITIONAL PAGES (IF NEEDED)*

**Turn over for Annual I&E Summary Report**



# ANNUAL INCOME AND EXPENSE SUMMARY REPORT

|  |  |                             |  |
|--|--|-----------------------------|--|
| <b>Parcel ID:</b>  |  | <b>Calendar Year: 2021</b>  |  |
| <b>Property Address:</b>   |  | <b>Mailing Address:</b>     |  |
| <b>Owner:</b>  |  | <b>City/State/Zip:</b>      |  |
| 1. Primary Property Use: Apartment___ Office:___ Retail___ Industrial___ Mixed Use___ Other___ |  |                             |  |
| 2. Gross Building Area (Sq. feet)  |  | 6. Number of Units          |  |
| 3. Net Leasable Area (Sq. feet)  |  | 7. Number of Parking Spaces |  |
| 4. Owner Occupied Area (Sq. feet)  |  | 8. Actual Year Built        |  |
| 5. Common Area (Sq. feet)  |  | 9. Year Remodeled           |  |

| ANNUAL INCOME  |    | ANNUAL EXPENSES   |    |
|--|----|---|----|
| 10. Apartment Rentals (Sched. A)                                     | \$ | 22. Advertising   | \$ |
| 11. Office Rentals (Sched. B)  | \$ | 23. Cleaning and Maintenance<br>(Includes Snow Removal and Trash Removal) | \$ |
| 12. Retail Rentals (Sched. B)  | \$ | 24. Commissions/Leasing Fees  | \$ |
| 13. Industrial Rentals (Sched. B)                                    | \$ | 25. Insurance (Building Only)   | \$ |
| 14. Mixed Use Rentals (Sched. C)                                     | \$ | 26. Professional & Legal Fees   | \$ |
| 15. Other Rentals  | \$ | 27. Management/Admin Fees   | \$ |
| 16. Parking Rentals  | \$ | 28. Repairs and Maintenance   | \$ |
| 17. Common Area Maint. (CAM)   | \$ | 29. Supplies  | \$ |
| 18. Other Property Income<br>(billboard, cell tower, etc.)           | \$ | 30. Utilities (paid by owner)   | \$ |
| 19. Total Potential Gross Income                                     | \$ | 31. Other   | \$ |
| 20. Vacancy and Collection Loss                                      | \$ | 32. Reserves for Replacement  | \$ |
| 21. Effective Gross Annual Income<br>(Subtract Line 20 from Line 19) | \$ | 33. Total Expenses<br>Add lines 22 to 33                                  | \$ |

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above identified property is owner occupied \_\_\_\_\_

The above identified property is leased to a related person, corporation, or business entity \_\_\_\_\_